SIR GEORGE WILLIAMS UNIVERSITY

CONTINUING EDUCATION DIVISION -- ANNUAL REPORT 1972/3

INTRODUCTION

Since 1972-73 was the first full year of operation for Continuing Education, this is the first report for this division of the University. The report is presented in seven general sub-sections, each grouping together consistent areas of operation.

In this first year of operation, developing a number of new non-credit courses and programs, and organizing a series of off-campus credit courses presented a number of new problems to be solved. I would like to express the thanks of the Continuing Education Division to the Administrative Officers, Deans, Department Chairmen and Faculty Members who assisted with their ideas and support, both in teaching and in developing some of these areas.

August, 1973

James R. McBride
Asst. Vice-Principal, Acad.

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I OFF-CAMPUS CREDIT COURSES: SUMMER 1972

The summer courses offered by Continuing Education were credit courses primarily designed to meet the needs of specific groups of teachers in the various school boards in the Montreal area. Enrollment in some of the courses, as will be seen below, did not meet what is normally the minimum operational level. However, the courses were permitted to run and in some cases faculty members who were primarily responsible for the development of the courses agreed to teach at a reduced rate, since it was felt that our response to the needs of the school boards was more important than the generation of income for the faculty members.

It is hoped that from these beginnings further developments will be made to assist teachers and present a viable operation for the University and the faculty members involved.

ENROLLMENT DATA

Course	Enrollment
App. Soc. Sc. N351(251).1 ZA: Understanding Group Behaviour	26
App. Soc. Sc. N485(485).1 ZA: Human Relations and Sexuality	37
Mathematics N300.0 ZA: Functions for Elementary School Teachers	10
Mathematics N306.0 ZA: Project for the Development of Classroom Programs in Elementary Mathematics	16
Physics N215.0 ZA: Physics for High School Science Teachers	14

II OFF-CAMPUS CREDIT COURSES: WINTER 1972/3

The intent of the off-campus credit courses was to bring the University to a number of communities where there seemed to be sufficient numbers of people to warrant the offering of these courses. We also planned to attract new individuals into the University who had not attended previously for a variety of reasons. The school boards served were:

Bedford Regional - Cowansville Polyvalent High School
Baldwin Cartier
Lakeshore Regional - John Rennie High School
Montreal Catholic School Commission - John F. Kennedy High School
North Island Regional - Chomedey Polyvalent High School
Protestant School Board of Greater Montreal - Westhill High School
Westmount High School
High School of Montreal

The courses were offered both to teachers teaching in the various subject areas and to the general public.

From the enrollment information below it would appear that this is a successful venture and the Continuing Education Division will offer a similar program during the 1973/4 academic year. A number of favourable comments were received from school boards and individuals enrolled in these courses. The hope was expressed that the University would continue its efforts in placing credit courses in these various areas.

By and large courses are selected in consultation with school boards so that we utilize their experience in serving the communities and at the same time attempt to offer courses that will be of a general interest nature, usually at the introductory level. The hope is that after a number of years some advanced level courses will be offered, once sufficient enrollment has been developed.

ENROLLMENT DATA

Course	School Board
App. Soc. Sc. N351(251).1 ZA	PSBGM
" " " N481(481).0 ZA	Arvida
" " " N485(485).1 ZA	Mental Hygiene Inst.
Art N251(251).0 ZB	NIRSB
Economics N211(211).0 ZA	Cowansville
Education N215(215).0 ZA	Lakeshore
" " " " ZB	MCSC
" " " " ZC	NIRSB
" N415(415).1 ZA	MCSC
" N417(442).1 ZA	MCSC
" " " .2 ZB	PSBGM
" N495(495).0 ZA	Lakeshore
English N221(221).0 ZA	NIRSB
" " " " ZB	Cowansville
" N492(492).0 ZA	Lakeshore
Geography N341(441).0 ZA	Cowansville
History N221(221).0 ZA	NIRSB
Mathematics N300.0 ZA	Lakeshore
" " " ZB	Baldwin Cartier
" " " ZC	NIRSB
" " " ZD	PSBGM
" " " ZE	SSPRSB
Mathematics N301.0 ZA	Baldwin Cartier
" N401.0 ZA	PSBGM
Physics N301.2 ZA	Lakeshore
Psychology N211(211).0 ZA	Lakeshore
Sociology N210(212).0 ZA	NIRSB
Sociology N441(441).1 ZA	Chateauguay
TESL: App. Ling. N421.0 ZA & ZB	PSBGM
" " N431.1 ZA & ZB	"
" " N441.2 ZA & ZB	"
TFSL: French N381(481).0 ZA	"
" N417(417).0 ZA	"

SUMMARY			
Courses			25
Sections		36	
(Full	25)		
(Half	11)		
Enrollments			637
Students Enrolled			468
Undergraduates, MSQP, etc.	124)		
Partials	344)		
Former SGWU students	242)		
New students	226)		

III MISCELLANEOUS NON-CREDIT COURSES: SUMMER 1972 AND WINTER 1972/3

Armenology

This is the second year that Continuing Education has offered a subsidized program in Armenology in conjunction with the Tekeyan Armenian Cultural Association of Montreal. The program is designed for the members of the Armenian community who are attending university in the Montreal area and is taught in Armenian. This is the first cultural group to receive financial assistance from the Department of the Secretary of State of Canada for this type of program. The program will continue, but perhaps in a revised form to serve the needs of a larger segment of the local Armenian population.

Complete Computer Electronics

This course is offered in conjunction with the National Radio Institute. This organization usually conducts this course via correspondence, however, we have adapted the material for use in our labs on campus under the supervision of technicians. The program has proved to be quite successfull. A minimum amount of advertising was conducted during this first year to see if the program could be adapted to this new method. We anticipate a much larger enrollment as this program continues.

Cinema: Theory Course

This course was offered for the first time this year and is a program in The Great Periods of Cinema from the early 1900's through to current experiments in Cinema. This course is offered in conjunction with the Conservatory of Cinematagraphic Art and is part of the on-going repetoire of that organization.

Cinema: Practical Course

This course in film making was a contract arrangement with the Provincial Government. Although successful, the costs in operating this type of program are quite high, and unless a contract arrangement can be established again, this course will not be repeated.

Introduction to Law

These were short-term seminars designed to meet the needs of teachers teaching commercial law in the school system for the first time during the 1972/3 academic year. This type of short-term professional development course for teachers proved quite successful and will be repeated from time to time in different subject areas.

Business

These courses were formerly offered by the Faculty of Commerce and Administration to meet the needs of specific groups in industry. Since Continuing Education is responsible for non-credit work, these courses were transferred to this Division and will continue to be offered in the future as long as enrollment permits.

Diploma Course in Advanced Real Estate

This program was designed to meet the needs of Real Estate Brokers who must be certified by their professional organization. The program was previously conducted by a correspondence system, but was offered this year on campus. Three courses, each of a nine week duration, were offered during the year. This program is an example of the way in which the University can assist professional organizations in training their personnel.

ENROLLMENT DATA

Armenology II	September - December, 1972	16
" III	January - April, 1973	12
Complete Computer Electronics	On-going self-study course	52
Cinema: Theory Course	September/72 - April/73	50
" Practical Course	" " " "	11
Introduction to Law	June 21 & 22, 1972	43
" " "	October/72	35
" " "	November/72	12
Business 221.0 AA	September/72 - April/73	8
" 222.0 AA	" " " "	9
Diploma Course in Advanced Real Estate	September/72 - April/73	43

IV EXECUTIVE DEVELOPMENT SEMINARS: WINTER 1972/3

This series of one, two and three day seminars was designed to meet the needs of the business community in the non-credit educational area. Twenty-four seminars were proposed and of this number sixteen were presented. Seminars were cancelled if the anticipated registration was not sufficient to cover costs. The aim of the series was to provide the business community with the opportunity to engage in educational renewal with a minimum disruption on the job.

The following topics were covered by the series:

The New Sales Manager (3 days)
The Future Corporate Environment (1 day)
Leadership and Motivation (2 days)
Recruiting and Selection of Salesmen (3 days)
Managing your Time (2 days)
Communication Laboratory (3 days)
Fundamentals for the Newly Appointed Manager (2 days)
Professional Secretarial Seminar (1 day)
Time Management for Your Team (2 days)
Income Tax Seminar (Half day)
Comment Organiser Votre Temps (2 days)

The major problem encountered in the operation of this series was the inadequate classroom space available. In some cases it was necessary to rent alternative space off-campus in order to provide adequate facilities. A more expansive program is proposed for the coming year.

ENROLLMENT DATA

Total number of participants -- 304

V CERTIFICATE IN STATISTICS: WINTER 1972/3

This program was developed by the Mathematics Department to meet the needs of individuals in industry and various social agencies who are required to deal with various kinds of statistical data. The program consists of existing credit courses and new non-credit courses. There are four options in the programs of study to be pursued:

Statistics for Business and Industry
Statistics for Engineering
Statistics for Social Sciences and Education
Statistics for Biological and Medical Sciences

A total of five (5) courses must be completed in order to obtain the certificate.

In the first year, due to the timing of the introduction of the program, registration was extremely low in the first course offered. The program will be pursued for the 1973/4 academic year.

ENROLLMENT DATA

CE Statistics N241:	Introductory Mathematical and Applied Statistics	2 Credit Students 5 Auditors

VI MUSIC PROGRAM: WINTER 1972/3

Our affiliation with the Montreal Symphony Orchestra permitted us to develop a non-credit Continuing Education Music Program which attempts to provide any individual with music instruction at any level, at any time. The flexibility of the program and the calibre of the instructors involved in the program are perhaps the two most important assets. Private, shared and group lessons are offered, as well as workshops for children, jazz groups and instrument building, and theory courses. The following instruments were studied by participants in the program:

Piano	Flute
Harpsichord	Clarinet
Guitar	Recorder
Violin	Tuba
Percussion	Woodwind Quintet
Voice	String Quartet

Most participants were enrolled as non-credit students, but some individuals enrolled through the three half courses available in the regular undergraduate curriculum which enable students to receive credit whilst studying an instrument. However, it would seem that interest lies in studying with a particular instructor rather than the pursuit of credit studies, and the intent of the program is to continue more extensively in the non-credit area.

ENROLLMENT DATA

Credit Students	40
Non-credit Students	367

VII FINANCES

In the first year of operation the bulk of the program was operated at a break-even point. The administrative over-head of building renovations, furnishings and full-time administrative salaries was not covered by the income derived from the various programs. This is not surprising in the first year of operation. It is hoped that in succeeding years, as programs develop, these costs will in fact be met.

It should be noted, however, that the off-campus credit courses and programs do not appear to be a source of profit. The tuition fees are maintained by the University at the request of the Provincial Government and cannot, therefore, be varied from course to course to meet additional costs, such as transportation, etc. Consequently, these courses would appear to be a break-even operation.

Similarly in the Music Program the nature of the operation would appear to be that direct costs again will be met, but the possibility of generating a large profit from this operation does not appear likely.

Contract arrangements with outside organizations and the courses designed to meet the needs of business and industry have the potential of generating revenue to cover administrative costs. With the employment of a full-time individual in this area a number of new programs may be instituted that will increase the possibility of generating a profit for the Continuing Education Division.